

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: **April 27, 2009**

Recruiting Bulletin No. **LA-RCC-2009-54**
Los Angeles Regional Census Center

CLOSING DATE: **May 8, 2009**

**COVERAGE MEASUREMENT (CCM) TEAM SUPERVISOR
GG-0301 – 09/11/12**

Grade and Salary Range:

GG-09: (\$51,805-\$67,346 steps 01-10) GG-11: (\$62,678-\$81,476 steps 01-10)

GG-12: (\$75,125-\$97,658 steps 01-10)

Applicants new to federal service will be appointed to the grade qualified at the step 01 level

NUMBER OF POSITIONS: Two

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A excepted service appointment with a Not-to-Exceed date of 09/25/2010. May be extended beyond 09/25/2010 based on continuing work needs.

AREAS OF CONSIDERATION: All Qualified U.S. Citizens

DUTIES: Incumbent works for Census Coverage Measurement (CCM). Incumbent has responsibility for assisting the Assistant Regional Census Manager in the planning and effective, timely, cost efficient implementation of the field data collection for the CCM program. CCM is a series of data collection, processing and estimation activities to measure the accuracy of the census. The various field operations which are under the direction of the incumbent of the position will provide: 1) an accurate inventory of census-day dwellings in a large National sample of blocks; 2) a comprehensive and independent re-enumeration of residents of these dwellings, profiling both census-day residents as well as in-and-out movers; and, 3) information to evaluate the effectiveness of the CCM data collection process. The incumbent of this position is responsible for the management of field, office, quality assurance, and or evaluation operations for up to 150 temporary field employees for the enumeration of up to 10,000 housing units. Provides supervision, guidance, and technical direction to CCM supervisory staff, regional technicians in their liaison activities, and CCM office support staff; ensures that CCM operations are completed on time and within budget and data quality standards. Provides direct supervision of 10 to 20 employees who serve as field managers and technical staff support over a large field and office workforce.

QUALIFICATIONS:

1. Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience indicated below.
2. **Specialized experience is defined as:** experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and

which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level. This experience must be found within your resume or Application for Federal Employment (OF-612).

3. **Evaluation Criteria:** Applicants must provide information demonstrating they have the knowledge and experience listed in the Evaluation Criteria. This information must be addressed in the statements for Evaluation Criteria listed below and returned with your application packet. (See attached sheet with the Evaluation Criteria questions.)

You may qualify for a position based on your education only, experience only, or a combination of both- as indicated below.

If you are using education to qualify for a position you **must** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

GG-0301-09: Experience: Applicants must have one year of specialized experience equivalent to the grade 07 level in the Federal service. This specialized experience includes: Experience in providing day-to-day guidance and establishing work priorities for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; **AND** at least one of the following: **(1)** Experience conducting interviews for administrative, technical or support positions, recommending candidates for appointment, promotion, or assignment, and providing advice, counsel, or instructions to employees on both work and administrative matters, and assigning work to subordinates based on priorities, planning the work to be accomplished, set and adjust short-term priorities, prepare schedules for completion of work, evaluate work performance of subordinates and track progress and quality of work, and preparing or directing the preparation of cost reports **OR** **(2)** Experience assigning and reviewing the work of others responsible for collecting, organizing, analyzing, and interpreting specialized data from restricted sources and experience in analyzing factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports (and/or)

Education: Two full years of graduate education or master's degree directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation

GG-0301-11: Experience: Applicants must have one year of specialized experience equivalent to the grade 09 level in the Federal service. This specialized experience includes: **(1)** Experience in assigning and reviewing the work of others responsible for map scales, symbols, geographic codes, or collecting, organizing, analyzing, and interpreting specialized data from restricted sources, or analyzing demographic characteristics or factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports; **(2)** Experience interviewing and selecting candidates for administrative, technical, or support positions, designing work assignments based on employee's abilities, evaluating performance; and **(3)** Experience providing guidance to employees for successful job performance; and reviewing progress reports pinpointing errors or problems and taking corrective action and evaluating work performance of subordinates (and/or)

Education: Three full years of graduate education or the Ph.D., directly related to the position that provided; (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation.

GG-0301-12: Experience: Applicants must have one year of specialized experience equivalent to the grade 11 level in the Federal service. This specialized experience includes: **(1)** Experience planning survey or data collection, demographic, or geographic mapping work to be accomplished by subordinates, setting and adjusting short-term priorities, preparing schedules for the completion of work and assigning work to subordinates based on priorities, difficulty of assignments and the capabilities of employees; **(2)** Experience making or approving selected candidates for appointment, promotion, or assignment, serves as the reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors or managers, and assures equity of performance standards and rating techniques developed by subordinate supervisory or managers to assure equity in the assessment of employees work; and **(3)** Experience evaluating progress and cost reports and to find and implement ways to eliminate or reduce significant bottlenecks and barriers to production to improve operations and reduce costs.

Education: No substitution of education for experience is permitted.

HOW TO APPLY- Each applicant must submit:

Step One: Optional Application for Federal Employment (OF-612)

http://www.opm.gov/forms/pdf_fill/of612.pdf , **OR** Resume for **EACH GRADE LEVEL YOU ARE APPLYING FOR**. List your work duties and accomplishments relating to the job for which you are applying.

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **This information must be listed in your application packet. Failure to provide this information may result in loss of consideration.**

- Recruiting Bulletin number (found at the top of this listing), title of position, and lowest grade acceptable (i.e.GG-0301-9). (Please do not mail a copy of the vacancy announcement as proof of the position.) If you are applying for multiple grades (i.e. 09, 11, 12) you will need to submit a complete application packet for each grade.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference. (Member 4 copy is preferred.)
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current/former supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Individuals with a disability may request reasonable accommodations by calling (818) 717-6700.

Step Two: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. To be considered, applicants must submit a separate individual statement addressing each Evaluation Criteria statement. **These questions must be completed and submitted along with the application. See attached sheet with the Evaluation Criteria Questions.**

Step Three: Complete an OF-306, Declaration for Federal Employment and return with your application packet.

http://www.opm.gov/forms/pdf_fill/of0306.pdf

Step Four: Check to see you have a complete application package which includes **all** of the following:

- Resume or Optional Application for Federal Employment (OF-612)
- Declaration for Federal Employment (OF-306)
- Statement addressing Selective Factor(s).
- Statement addressing Evaluation Criteria Questions.
- (Optional) Any Veteran's Preference eligibility documents mentioned above.

If applying for multiple grades each applicant must complete and submit a separate and complete application packet for each grade level. For example, if an applicant is applying to the grades 09, 11, and 12 they would submit THREE separate and complete application packets indicating on the paperwork with grade each application is for.

APPLICATION DEADLINE: Application materials must be received by 4:30 p.m. (PDT) on the closing date of the recruiting bulletin. Applications received after this date will not be considered. **Facsimile, online, and emailed applications are not accepted.**

Send all application information to:

**U.S. Census Bureau
Los Angeles Regional Census Center
9301 Corbin Avenue, Ste. 1000
Northridge, CA 91324
ATTN: Human Resources**

READ THIS ENTIRE DOCUMENT BEFORE CALLING THE AGENCY WITH QUESTIONS. For further information on this vacancy you may contact, Lita Eastman, Human Resource Specialist, at (818) 717-6772.

Payment of relocation expenses IS NOT authorized.

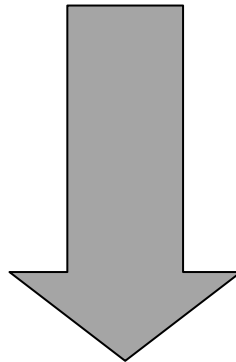
CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.
 - Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
 - You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined and jailed.
 - If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AND AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

**KEEP SCROLLING DOWN FOR THE VARIOUS CRITERIA QUESTIONS THAT NEED TO BE
ANSWERED AND RETURNED WITH EACH APPLICATION.**



EVALUATION CRITERIA QUESTIONS FOR: LA-RCC-2009-54 Last Name:

CCM Team Supervisor

This position requires the possession of specialized knowledge, skill and/or abilities.

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must answer the questions below addressing each area.**

Applicants are required to complete the following: In the space below write your experience that supports your answer.

**** RETURN WITH YOUR APPLICATION****

Use additional paper for longer answers.

1. Experience planning, organizing, and supervising a decentralized workforce or office for a survey or data collection operation.

2. Experience recruiting, training, and evaluating a field or decentralized office operation.

3. Experience analyzing performance, progress, and costs reports for a decentralized workforce or office operation.